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**From:** Corbett, Kate (DPH)  
**Sent:** 6/8/2012 12:51:53 PM  
**To:** King, Karen (EHS) [/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Karen.King]  
**Subject:** FW: Payroll Question

Hi Karen,

I have not gotten any response from either Cecilia or Sue on when I will receive my step raise. I have sent you the email chain so you can understand what I was asking. If you could get back to me it would be extremely helpful.

Thanks,

Kate Corbett  
Chemist II  
Drug Analysis Lab  
Dept of Public Health  
305 South St.  
Jamaica Plain, MA 02130  
phone (617) 983-6632  
fax (617) 983-6625

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**From:** Corbett, Kate (DPH)  
**Sent:** Tuesday, June 05, 2012 3:28 PM  
**To:** Hebert, Suzana (EHS)  
**Subject:** Payroll Question

Hi Sue,

Cecilia Marinucci suggested I contact you about a payroll question I have. I [REDACTED] returning in Sept 2011 (not on the payroll). I know that the date of my step raise changes because I was not on the payroll. I had asked Cecilia (in the email below) when my new step date would be and she originally had said this past May 5. I did not receive a step then so I had asked her why and she referred me to you. I was trying to figure out the new date but I'm confused because my start date was Sept 2005, but I received an upgrade in March 2008 (which was then the new date of my step), I w[REDACTED] the date changed) and then again March 2011. If you could please let me know what the new date is that would be extremely helpful!!

Thanks,

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**From:** Marinucci, Cecilia (DPH)  
**Sent:** Tuesday, June 05, 2012 2:00 PM

**To:** Corbett, Kate (DPH)

**Subject:** RE:

Yes payroll changed your step date to reflect the time you were off payroll after your [REDACTED]. This was done in April you did receive your step last year w [REDACTED] When you asked the question in March the date had not been changed in the system. You can contact the payroll office if you do not agree with this. Sue Hebert is the head of payroll and can be reached @ 617-348-5313. The system is running payroll today so I can not see what the new date is.

Thanks  
Cecilia

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**From:** Corbett, Kate (DPH)  
**Sent:** Tuesday, June 05, 2012 1:38 PM  
**To:** Marinucci, Cecilia (DPH)  
**Subject:** RE:

Hi Cecilia,

I never received my step that you said I would get on May 5. Do you know why it has yet to appear in my check?

Thanks,  
Kate

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**From:** Marinucci, Cecilia (DPH)  
**Sent:** Friday, March 30, 2012 9:07 AM  
**To:** Corbett, Kate (DPH)  
**Subject:** RE:

Hi Kate,

Your step will be on May 5. You have 1 times your salary for optional life. The max is 8 times your salary. You can change it anytime attached is the form to do that.

Cecilia

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**From:** Corbett, Kate (DPH)  
**Sent:** Friday, March 30, 2012 8:50 AM  
**To:** Marinucci, Cecilia (DPH)  
**Subject:**

Hi Cecilia,

I have a couple questions that I was hoping you could answer. First can you tell me when I will receive my step raise? I know since I was off the payroll wh [REDACTED] changed but I can't figure out when I will receive it. Second, I was wondering if I am able to change my life insurance or do I have to wait until the open enrollment period? Could you also tell me what the maximum is for that and how much I currently have for life insurance?

Thanks,

Kate Corbett

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